



Michigan Supreme Court
State Court Administrative Office
Judicial Information Systems
Michigan Hall of Justice
P.O. Box 30048
Lansing, MI 48909
888-339-1547

TO: Users of the JIS Probate/Juvenile Court System

FROM: Betty Wiggins, Technical Services Representative

DATE: August 1, 2006

RE: Training Opportunities:

- Juvenile/Family Division Caseload Training
- JIS/PCS General Training

Judicial Information Systems and the Probate Court System (PCS) are pleased to announce the following training opportunities. These classes are open to all users of the PCS system:

Juvenile/Family Division Caseload Training

Following the recent judicial conference and SCAO caseload management seminar, we have been overwhelmed with requests from our juvenile/family division users for training targeting caseload and the necessary data entry into the juvenile system.

To accommodate the greatest number of users who have requested this training, we have scheduled two half-day sessions in Gaylord, and two half-day sessions in Lansing. Please note that these sessions will cover Parts 1, 2 & 4, Sections E (delinquency) and F (child protective) of the Circuit Court Caseload Report, only. Please register for either Session I (a.m.) or Session II (p.m.). Each session is limited to 25 users and may fill up quickly. The dates and times of the scheduled juvenile caseload trainings are as follows:

Location	Date	9:00 a.m. – 12:00 noon	1:00 p.m. – 4:00 p.m.
Gaylord	Friday, August 25th	Session I	Session II
Lansing	Wednesday, August 30th	Session I	Session II

JIS/PCS General Training

The following general JIS/PCS trainings are scheduled to take place in September. They are scheduled as half-day sessions, are limited to 25 users, and may fill up quickly. Each training will be offered twice in Lansing and once in Gaylord. The training sessions will also be held following the UP Registers Meeting in Marquette on September 21, 2006.

All users attending both a morning and afternoon session will receive a complimentary lunch. Please let us know in advance of any dietary restrictions. Coffee and water will be provided to all participants throughout the training days. All other incidental expenditures, including mileage, other meals, telephone calls, and lodging are the responsibility of each individual.

Probate Administrative Reporting

This session will cover running and working various reports available on the Probate Reports Menu. Also included will be recommendations on which reports should be run monthly, weekly, or as-needed.

Juvenile Administrative Reporting

This session will cover running and working various reports available on the Juvenile Reports Menu. Also included will be recommendations on which reports should be run monthly, weekly, or as-needed.

Financial Administrative Reporting

This session will cover running and working various reports available on the Financial Reports Menu. Also included will be recommendations on which reports should be run monthly, weekly, daily, or as-needed.

Creating Juvenile AFP Forms

We will review the SCAO forms available on the JIS system, and walk step-by-step through creation of several juvenile forms. Creation and use of “results” will also be covered.

Juvenile System Overview

This course is specifically designed for probation officers, referees, or anyone who would like to navigate through the juvenile system. We will review summary screens, viewing financial information, case notes, placement information, using function keys, and document summary.

Locations, Dates and Times of the above training sessions are as follows:

Location	Date	Session I 9:00 a.m. – 12:00 noon	Session II 1:00 p.m. – 4:00 p.m.
Gaylord	Monday, September 18th	Probate Administrative Reports	Financial Administrative Reports
	Tuesday, September 19th	Juvenile Administrative Reports	Creating Juvenile AFP Forms
	Wednesday, September 20th	Juvenile System Overview	

Location	Date	Session I 9:00 a.m. – 12:00 noon	Session II 1:00 p.m. – 4:00 p.m.
Lansing	Monday, September 25th	Probate Administrative Reports	Financial Administrative Reports
	Tuesday, September 26th	Juvenile Administrative Reports	Creating Juvenile AFP Forms
	Wednesday, September 27th	Juvenile System Overview	Probate Administrative Reports
	Thursday, September 28 th	Financial Administrative Reports	Juvenile Administrative Reports
	Friday, September 29th	Creating Juvenile AFP Forms	Juvenile System Overview

Registration

Individuals interested in attending any of the above sessions must complete the following registration form and return it via fax to JIS at **517-373-7451** as soon as possible, but no later than:

Training

Juvenile/Family Division Caseload Training
JIS/PCS General Training

Registration Deadline

August 21, 2006
September 11, 2006

Judicial Information Systems/Probate Court System

TRAINING REGISTRATION FORM

Name _____ Title _____

County _____ Court _____

Telephone _____ Email _____

**Training: Juvenile/Family Division Caseload Training
Registration Deadline: August 21, 2006**

Location	Date	9:00 a.m. – 12:00 noon	1:00 p.m. – 4:00 p.m.
Gaylord	Friday, August 25th	<input type="checkbox"/> Session I	<input type="checkbox"/> Session II
Lansing	Wednesday, August 30th	<input type="checkbox"/> Session I	<input type="checkbox"/> Session II

**Training: JIS/PCS General Training, Gaylord, Region IV Office
Registration Deadline: September 11, 2006**

Date	Session I 9:00 a.m. – 12:00 noon	Session II 1:00 p.m. – 4:00 p.m.
Monday, September 18th	<input type="checkbox"/> Probate Administrative Reports	<input type="checkbox"/> Financial Administrative Reports
Tuesday, September 19th	<input type="checkbox"/> Juvenile Administrative Reports	<input type="checkbox"/> Creating Juvenile AFP Forms
Wednesday, September 20th	<input type="checkbox"/> Juvenile System Overview	

**Training: JIS/PCS General Training, Lansing, Hall of Justice
Registration Deadline: September 11, 2006**

Date	Session I 9:00 a.m. – 12:00 noon	Session II 1:00 p.m. – 4:00 p.m.
Monday, September 25th	<input type="checkbox"/> Probate Administrative Reports	<input type="checkbox"/> Financial Administrative Reports
Tuesday, September 26th	<input type="checkbox"/> Juvenile Administrative Reports	<input type="checkbox"/> Creating Juvenile AFP Forms
Wednesday, September 27th	<input type="checkbox"/> Juvenile System Overview	<input type="checkbox"/> Probate Administrative Reports
Thursday, September 28th	<input type="checkbox"/> Financial Administrative Reports	<input type="checkbox"/> Juvenile Administrative Reports
Friday, September 29th	<input type="checkbox"/> Creating Juvenile AFP Forms	<input type="checkbox"/> Juvenile System Overview

Please ☒ the sessions you would like to attend
and return this form via fax to JIS at **517-373-7451**.